

CWEP
Board Meeting Minutes
February 21, 2019

The Carthage Water & Electric Plant Board met in regular session February 21, 2019, 4:00 pm at the CWEP Office, 627 W. Centennial, Carthage, MO.

Board:

Pat Goff-President, Neel Baucom-Vice President, Danny Lambeth-Secretary, Darren Collier-Liaison, G. Stephen Beimdiek-Member, Brian Schmidt-Member.

Staff:

Chuck Bryant-General Manager, Cassandra Ludwig-General Counsel, Jason Peterson-Director IT & Broadband, Megan Stump-Executive Assistant, Meagan Milliken-Customer Relations Mgr., Jason Choate-Director of Water Services, Kelli Nugent-CFO, Kevin Emery-Director of Power Services, Stephanie Howard-Director of Business & ED

President Goff called the meeting to order at 4:00 pm.

Additions/Changes To The Agenda: None.

Approval of Minutes:

A motion by Lambeth and seconded by Beimdiek to approve the minutes of the regular meeting of January 17, 2019, as presented passed unanimously.

Approval of Disbursements:

A motion by Baucom and seconded by Schmidt to approve disbursements for January in the amount of \$3,808,362.82 passed unanimously.

Financial Statement:

CFO Nugent presented the financials for January noting that net income for the month was under budget by approximately \$73,000 and prior year by approximately \$116,000. She noted that for the year to date the utility is ahead of budget by approximately \$1,056,000 and ahead of prior year by approximately \$551,000.

A motion by Ross and seconded by Schmidt to approve November financials passed unanimously.

CFO Nugent presented the financials for December noting that the net income for the month was ahead of budget by approximately \$133,000 and prior year by approximately \$157,000. She noted that for the year to date the utility is ahead of budget by approximately \$1,504,000 and

ahead of prior year by approximately \$469,000.

A motion by Beimdiek and seconded by Baucom to approve January financials passed unanimously.

Committee Reports: None.

Citizen's Participation Period: None

Old Business: None

New Business:

Recommendation of Water Main Replacement on Claxton Avenue.

General Manager Bryant recommended Asbell Excavating & Trucking of Carl Junction, Missouri be selected for the water line replacement work on Claxton Avenue as the lowest bidder in the amount of \$195,958.00, as this qualified vendor appears to be capable of performing the work specified.

A motion by Lambeth and seconded by Schmidt to accept the selection of Asbell Excavating & Trucking of Carl Junction, Missouri for water line replacement work on Claxton Avenue passed unanimously.

Consideration Of Revision Of CWEP Investment Policy

CFO Nugent noted the revisions to the investment policy are very minor, nothing majorly changed. She reported the revisions for the most part are some language adjustments. The policy is in line with the MO State Treasurer's Model Investment Policy.

A motion by Beimdiek and seconded by Baucom to approve the revision of the CWEP investment policy passed unanimously.

Consideration of Revision of CWEP Policy Regarding Worker's Compensation

General Counsel Ludwig reported revisions to the worker's compensation policy is something we have needed, we have always had this policy we just needed it wrote down somewhere. She added that the goal was to keep the policy concise but to get the point across.

A motion by Lambeth and seconded by Baucom to approve the revision of the CWEP policy regarding worker's compensation passed unanimously.

Consideration of Revision of CWEP Policy Regarding Employee Sick Leave

General Manager Bryant reported the revisions to the CWEP policy regarding employee sick leave are very minor. He added that the revisions are mainly some language changes, the policy itself is still the same.

A motion by Beimdiek and seconded by Baucom to approve the revision of the CWEP policy regarding employee sick leave passed unanimously.

Consideration of Mutual Aid Policies

General Counsel Ludwig reported that we have added a mutual aid policy to our handbook, this policy has two parts, mutual aid assistance and mutual aid reimbursements. The policy states what the employee can expect to be paid, she noted that the rates are industry standard. Ludwig added that having this mutual aid policy will make getting our money faster and easier.

A motion by Baucom and seconded by Lambeth to approve the consideration of mutual aid policies passed unanimously.

Consideration of Policy Regarding Security Deposits

General Counsel Ludwig noted the policy regarding security deposits is just putting into paper format the rules to which we already follow.

A motion by Lambeth and seconded by Beimdiek to approve the policy regarding security deposits passed unanimously.

Consideration of Policy Regarding Billing Adjustments

General Counsel Ludwig noted the policy billing adjustments lets us go back a year if we have over-billed or under-billed. She noted that 1 year for both under and over billing seemed to be the most common according to the APPA Listservs. Ludwig added that this problem doesn't happen very often, but having a policy in writing will help in the future for this kind of situation.

A motion by Beimdiek and seconded by Baucom to approve the consideration of the policy regarding billing adjustments passed unanimously.

Board Member Comments: President Goff wanted to commend some of our employees on going the extra mile for a customer whose house burned down. He noted that Ron Miller, Elvis Castor and Aaron Adams were on the scene. Ron Miller, one of CWEP's powerplant dispatchers, had a pair of overalls he loaned to the owner of the home that was on fire. Elvis Castor, CWEP's electric inspector, supplied his personal generator and helped the home owner water his cattle. Aaron Adams, CWEP's Communications field technician foreman, was a neighbor on the scene willing to lend a helping hand.

Staff Reports:

General Manager Bryant noted it has been a couple busy months with the winter weather, CWEP's vegetation management has done a great job to keep us in a position with very minimal outages this winter. Bryant reported that CWEP has received 1820 MWh of supplemental power from SPA in January compared to a 17-year January average of 529 MWh. Bryant announced that electric crews have been installing new streetlights along Annie Baxter west of Lowe's. Electric crews will continue to make streetlight improvements along Grand, Fairlawn, and Garrison from Fir Road to Fairview. Bryant noted that our Collections crew cleaned nearly 23,000 ft of sewer mains and videoed 1425 ft. He added the Wilson lift station was cleaned using our Vac truck to vacuum out the sludge in the bottom of the wet well. GM Bryant reported that Director of Water Services Choate has been working on a water salesman setup for bulk water sales, this station would have a credit card swiper to collect payment and eliminate the need for us to tie up staffing to fill customers. Bryant announced that our FTTH Internet service is now available to 724 homes. GM Bryant reported that our HR manager has been very busy the past few months with over 300 applications and two new hires for the SCADA position and the Customer Service Representative position, he acknowledged that he is excited about the two new hires and thinks they will be a good fit to CWEP.

Director of Water Services Choate reported that TREKK began smoke testing of Basin 4, the basin included 100,000 ft of pipe. As expected, many defects have been identified including several sump pumps attached to our system. These will require coordination with Public Works to address.

At 5:26 the meeting adjourned.